



MEAP

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program

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www.michigan.gov/meap

Error on Fall 2005 ELA Answer Folders

An error was found on the Fall 2005 English Language Arts (ELA) answer folders for grades 4-8 and high school (the 3rd grade form and forms for other content areas are NOT affected). In the lower left corner, there is a box for your adhesive label. The text reads, "Do NOT place label here." This is incorrect. That box IS the place to affix your label. Please ignore the text that tells you NOT to place the label there. We apologize for this error, and will send out a notification to districts and schools early in the week of September 19.

The ELA grade 3 answer folder is CORRECT... labels need to be placed in an alternate location, as indicated.

Hurricane Katrina Victims

The State Board of Education will give local school districts that have enrolled displaced students from Hurricane Katrina the option of whether to administer the state's standardized science and social studies tests. The State Board gave schools enrolling evacuated students from Louisiana and Mississippi the option to exclude hurricane-displaced students from taking the Michigan Educational Assessment Program (MEAP) and MI-Access assessments on a case-by-case basis for reasons of severe emotional trauma. MI-Access is the state's alternate assessment for students with disabilities.

According to the Board resolution, "all elementary and middle school students evacuated from Hurricane Katrina and currently enrolled in Michigan public schools should participate to the maximum extent possible in the MEAP and MI-Access testing, but that the schools enrolling such students may, on a case-by-case basis, for reasons of severe emotional trauma, exclude such students..." The State Board was limited to addressing only the science and social studies tests because the federal No Child Left Behind (NCLB) law requires every student in grades 3-8 to be tested in math and English language arts (ELA).

The Michigan Department of Education has informed school districts having hurricane-displaced students that they must administer the math and ELA tests to comply with the federal requirement that 95% of a school's students be tested in order to make Adequate Yearly Progress (AYP). The actual scores of these students on the math and ELA tests, however, will not count against the schools because of a provision that requires a student to be enrolled at a school for a full academic year for the test scores to count.

Video from Fall 2005 Assessment Briefings

The Fall 2005 Briefings are now available on VHS tape or DVD... \$10, plus \$4 shipping. To order, contact Brenda Hose with Wayne RESA at 734-334-1437. You can also email your request to hoseb@resa.net. Include your name, mailing address and your choice of either VHS or DVD.

OEAA Fall Conferences

Have you registered yet for the Fall 2005 Office of Educational Assessment and Accountability (OEAA) conferences? We believe these conferences will be time well spent, especially for new administrators and new MEAP coordinators.

- **Gaylord** - October 27 & 28 at Treetops Resort
- **Grand Rapids** - November 9 & 10 at DeVos Center
- **Lansing** - November 14 & 15 at Lansing Center
- **Livonia** - November 1 & 2 at Holiday Inn-Livonia West
- **Marquette** - October 26 & 27 at Northern Michigan University
- **Sterling Heights** - November 7 & 8 at Best Western Sterling Inn

Register online at www.gomiem.org. Information brochures will soon be in schools. For more information, contact Tami Feldpausch (517/241-4136, or FeldpauschT@michigan.gov).

OEAA Professional Assessment and Accountability Practices for Educators

On August 9, 2005, the State Board of Education approved a revision of the above document. The revised document is posted to our web page (www.michigan.gov/meap) under "What's New". There are many helpful requirements in this document which is a "must read" for MEAP coordinators and district administrators. Selected sections are important for everyone participating in assessment administration.

Please note that page 20 of this document contains **Inappropriate and Unethical Assessment Preparation** and states that "School personnel **will not**...

- Use assessments of the same content that very closely or identically matches topics and wording that are used for the state assessments **ten school days prior to the beginning of the state assessment window.**"

We are now within the 10 school days prior to the beginning of the state assessment window for grades 3-9. School personnel should NOT be doing "MEAP practice" for grades 3-9.

For Your "Do Not Call" List

Our contract with Measurement, Inc. (MI) has ended. Please do NOT call Measurement, Inc. for ANY reason. Instead, call the new contractor Pearson Educational Measurement (PEM) at 800-204-4109 if you need extra testing materials. Thank you for your cooperation in NOT calling MI.

Missing MEAP Scores?

If a parent should call your school looking for MEAP scores and you do not have the student's scores on file, please do NOT have the parent contact the MEAP office. Instead, first check your records to see if you have the student scores. Second, check the online version of the student scores. Then if you have not found the information the parent needs, YOU contact us (toll-free 877-560-8378) and let us know you need scores for a particular student. We will then provide the score(s) to you, and you can provide to the parent. **Parents should always communicate with the school... the MEAP office can only provide scores through the high school.** When MEAP is contacted by a parent, we have no way of verifying who they are and if it is appropriate for us to release scores to them – it's a privacy issue. Test results are always sent back to the student's school for dissemination to the parents, even if the student is from a nonpublic school and tested at a MEAP Test Center.

Accommodations

The revised table of accommodations now appears on our Web site. *Assessment Accommodations* may now be found in the "MEAP Resources" section.

English Language Learners (ELL)

English Language Learners (ELL), also known as Limited English Proficient (LEP) students, are to participate in the State assessment programs. English language learners may be given assessment accommodations that are customarily used during normal classroom activities and assessment. The U.S. Department of Education allows flexibility for "recently arrived students with limited English proficiency". A recently arrived student is a student with limited English proficiency who has attended school in the U.S. (not including Puerto Rico) for less than ten months. For the Fall 2005 MEAP and MI-Access, this applies to English language learners who have entered a U.S. public school fewer than 10 learning months prior to the time of administering the assessment. The flexibility specifies that a school or district has the option of not administering the English language arts portion of the state assessment (MEAP or MI-Access) to a recently arrived student provided that an English Language Proficiency (ELP) assessment has been given to the student. In this case, participation counts toward the 95% participation rate requirement for Adequate Yearly Progress (AYP). The student must take the mathematics assessment. The score will not count for AYP. The science and the social studies portions of the state assessment are to be administered.

A form has been designed to capture all of the student information that is required to grant this flexibility for recently arrived ELL students. This form is now available on the MEAP web site: www.michigan.gov/meap. Look under the "What's New" section.

Please note: A recently-arrived student may be exempted from only one administration of the State's English language arts assessment.

This link also describes when students may be given the mathematics, science or social studies assessments using a Spanish, Arabic or English version. Ordering information and other details are included.

Michigan Merit Award

The Michigan Merit Award currently is a scholarship of up to \$3,000 awarded to qualifying high school graduates who perform well on their MEAP tests. It is administered exclusively by the Michigan Department of Treasury which uses MEAP scores to identify recipients. Confusion sometimes exists among schools, students and parents about who can best answer questions about the award.

- Questions about **MEAP tests**? Call the MEAP Office (877-560-TEST).
- Questions about the **Michigan Merit Award**? Call the Dept. of Treasury (888-447-2687).

Printing Labels for Answer Folders

The process of printing adhesive labels to affix to your MEAP answer folders is described in the *District Coordinator Handbook* now available on our Web site in the "Fall 2005 Assessments" section.

URGENT - New MEAP District Coordinators

If you are a new District MEAP Coordinator for your district this fall, we need to hear from you! And you need information about assessment timelines, updates, and clarifications. Please email us (meap@michigan.gov) and tell us your name, phone number, fax number, etc. We need to know how we can reach you so that we can get you current, accurate and timely assessment information. If you are aware of a new person in this position, please have them contact us soon!

Shipping of Assessment Materials

Expect to see Fall 2005 assessment materials starting to arrive in schools starting Wednesday, September 21. Some schools will receive their materials a bit later. If by September 26 you do not have everything you need for assessments or if you have questions, call PEM (Pearson Educational Measurement, Inc.) toll-free at 800-204-4109.

Pre-ID Deadline

The pre-identification deadline for Fall 2005 Grades 3-9 assessment window closes on September 19. All students who were assigned to the Fall 2005 Grades 3-9 assessment period on the OEAA secure Web site between July 30 and September 19 will receive pre-identified labels **from the contractor** to be placed on the student's answer folders. Students who are entered and assigned to the Fall 2005 Grades 3-9 assessment period after September 19 will need to have a pre-identified label printed **by the school/district** from the secure Web site, then placed on the student's answer folders.

The September 19 deadline is only in relation to receiving pre-identified labels for student's answer folders. You have until the end of the tested roster period (usually two to three weeks after the end of testing) to update any demographic information for the student.

Please contact our office toll free at 877-560-8378, or email us at meap@michigan.gov if you have questions or concerns. Due to heavy call volume recently, you may find it quicker and easier to simply email us.

Having Trouble with Our Web Site?

Due to a recent high volume of users on the OEAA secure website, you may be experiencing some difficulties accessing data and information. We are aware of the problem and are working with our technical staff. Here are some things YOU can do to help...

- Log out of the website when not in use.
- Make sure any additional windows, such as reports, are closed after use.

Thank you for your cooperation and patience.